



**MONTANA DEPARTMENT OF COMMERCE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)**

**2015 - 2016**

**APPLICATION GUIDELINES FOR HOUSING & PUBLIC  
FACILITIES PLANNING GRANTS**

**MONTANA DEPARTMENT OF COMMERCE  
Community Development Division**

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### **Appendix A – CDBG Planning Grant Application**

**MONTANA DEPARTMENT OF COMMERCE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)**

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**INTRODUCTION**

The Montana Department of Commerce (MDOC) Community Development Division (CDD) will set aside up to \$500,000 of CDBG funds from the CDBG Housing and Public Facilities grant categories for planning grants to be awarded through the 2015-2016 CDBG Program.

The basic framework of Montana's CDBG Program was established in 1982 by a 14-member Task Force comprised of local government officials appointed by the MDOC to design the State's CDBG program. Task Force members hoped to encourage Montana communities to move away from a "crisis management" approach to community problem-solving, instead approaching community development as a long-term process of planned, incremental actions to improve the community over time.

In 1984, Congress amended the federal Housing and Community Development Act of 1974 to require each unit of general local government receiving CDBG funds "to identify its community development and housing needs, including the needs of low and moderate income persons and the activities to be undertaken to meet such needs." Congress established this requirement to promote better planning strategies for addressing local needs. Remarkably, Montana's CDBG Task Force and Congress independently developed similar requirements to encourage longer range planning for community development needs. This remains the basic purpose of CDBG Planning grants today.

According to local officials, the cost of preparing planning studies often presents a serious obstacle for communities with limited resources. The CDBG program plays a unique role in assisting Montana communities through its ability to offer planning grants to local governments for the purpose of conducting these types of studies. CDBG Planning Grants can be used for a variety of planning activities, which may include the initial planning necessary to develop a Housing and Public Facilities CDBG project; the preparation or update of a local growth policy, housing plan, capital improvement plan (CIP), or similar long range planning document necessary to help a community address critical needs, including those of low and moderate income (LMI) persons.

The 2015-2016 CDBG Application Guidelines for Housing and Public Facilities Planning Grants, as well as the application form, are available by visiting the Department of Commerce website at <http://www.comdev.mt.gov/CDBG/cdbgplanninggrants.mcp.x>. The Guidelines and application may also be obtained by contacting Planning Bureau staff at [DOCCDBG@mt.gov](mailto:DOCCDBG@mt.gov) or by telephone at (406) 841-2770.

## **I. ELIGIBLE APPLICANTS**

CDBG planning grants are available to eligible counties, cities, and towns. Local governments may apply on behalf of special purpose districts (such as water or sewer districts), or on behalf of non-profit organizations (such as a human resource development council, an area agency on aging, a local domestic violence shelter, a boys and girls club, local food bank, hospital, nursing home, or a similar non-profit agency). Counties may also apply for planning grants on behalf of tribal utility authorities.

Local governments may apply for one (1) CDBG planning grant per funding cycle; however, local governments with an open CDBG Housing and Public Facilities planning grant are ineligible to apply for an additional planning grant until their current planning project is completed and closed out. The CDBG website contains a listing of local governments which currently have “open” planning grants within the CDBG housing and public facilities categories; please visit the following link to determine whether a specific town, city or county is eligible to request planning grant funding during the upcoming application cycle:

<http://www.comdev.mt.gov/content/CDBG/docs/PlanningGrants/EligIneligPGApps.pdf>

As consolidated local governments, Butte-Silver Bow and Anaconda-Deer Lodge may have up to two (2) planning grants open at any given time.

If you have additional questions involving eligibility, please contact Planning Bureau staff at the Department of Commerce directly.

## **II. ELIGIBLE PLANNING PROJECTS AND COSTS**

CDBG Planning Grant funds awarded through the 2015-2016 grant cycles can be used for the preparation of plans, studies, training or research in any of the areas listed below. Please contact Planning Bureau staff directly if you have any questions about whether the proposed planning project is an eligible activity under HUD regulations.

- ❑ **Growth Policies** - CDBG Planning Grants can be used to prepare or update a growth policy in conformance with the requirements for local government growth policies established under Section 76-1-601, MCA<sup>1</sup>. Surveys, studies or additional research undertaken to complete or support the development or update of a growth policy document may be considered part of the overall planning project and an eligible expense; please contact Planning Bureau staff with additional questions.

Growth policies assisted with CDBG funds must include the following elements which describe the particular housing and community development needs of low and moderate income persons. The growth policy should include a detailed description of:

1. Any geographic areas within the planning jurisdiction where low and moderate income persons are concentrated and any housing or community development needs which particularly affect those areas;
2. The public service and facility needs of particular groups of persons who generally fall within the low and moderate income category, such as the elderly, single heads of households, homeless persons, or abused or neglected children residing in shelters or group homes; and,
3. Specific measures and activities that will be undertaken to meet the needs identified.

<sup>1</sup> To learn more about this requirement, the Montana Department of Commerce, Community Development Division's Community Technical Assistance Program (CTAP) has produced the “Montana's Growth Policy Resource Book” to further describe and interpret the requirements found in 76-7-601, MCA. Please contact the CTAP directly or visit the following website to obtain the most current version of this resource:

<http://www.comdev.mt.gov/content/CTAP/docs/Publications/GrowthPolicyResourceBook.pdf>

Federal law requires that each CDBG recipient “identify its community development and housing needs, including the needs of low and moderate income persons, and the activities to be undertaken to meet such needs.” By addressing and supporting the needs of low and moderate income persons, each CDBG applicant will be able to use its growth policy to document compliance with this CDBG application requirement.

- ❑ Activities undertaken to implement a growth policy, including but not limited to the preparation of a comprehensive capital improvements plan (CIP), subdivision regulations, zoning regulations or other ordinances; the preparation of regional or neighborhood plans identified within an existing growth policy; or the implementation of a development permit process or similar land use regulation.
- ❑ Housing plans, to include housing needs assessments, housing condition surveys, housing affordability and market feasibility studies, or the development of local or regional housing assistance programs.
- ❑ Downtown/neighborhood revitalization or master plans, to include comprehensive market studies, urban renewal plans, research and analyses of fair housing availability, the development of supporting policy, and related environmental studies.
- ❑ Historic and architectural preservation studies and analysis.
- ❑ ADA Transition, Barrier Removal and Actions Plans, including related studies, policy development and regulation to promote accessibility.
- ❑ Plans for the adaptive re-use and redevelopment of vacant industrial areas, including “brownfield” areas where reuse may be complicated due to the presence (or potential presence) of a hazardous substance, pollutant or contaminant, and any subsequent studies or plans for remediation required.
- ❑ Preparation of Preliminary Engineering Reports (PERs) for drinking water, wastewater, stormwater or solid waste facilities (or other public facilities) consistent with the Department of Commerce requirements for PERs found online at: <http://comdev.mt.gov/default.mcp.x>.
- ❑ Preparation of Preliminary Architectural Reports (PARs) for Housing or Public Facilities projects (other than drinking water, wastewater, storm water, or solid waste facilities) consistent with the Department of Commerce requirements for PARS found online at: <http://comdev.mt.gov/default.mcp.x>.
- ❑ Preparation of grant applications for CDBG Housing or Public Facilities projects, in conjunction with a planning project listed above.
- ❑ A planning project other than those listed above, recognized and agreed to by the Department (please contact Planning Bureau staff prior to submitting an application for additional guidance).

## **ECONOMIC DEVELOPMENT-RELATED PLANNING ACTIVITIES**

Local governments seeking CDBG assistance for economic development-related planning activities, such as the preparation of a Comprehensive Economic Development Strategy (CEDS), should contact:

Debra Demarais, Section Manager - CDBG Economic Development  
Business Resources Division, Department of Commerce

301 S. Park Avenue

P.O. Box 200505

Helena, MT 59620

E-mail: [ddemarais@mt.gov](mailto:ddemarais@mt.gov)

Phone: (406) 841-2736

Website: <http://cdbged.mt.gov/default.mcp>

### **III. INELIGIBLE PLANNING PROJECTS AND COSTS**

CDBG Planning Grant funds cannot be used to pay for the following activities:

- ☐ Operation and maintenance costs or expenses;
- ☐ Purchase of furnishings, fixtures, equipment or real property;
- ☐ Non-planning documents such as final design or construction drawings;
- ☐ Construction or any other non-professional services;
- ☐ Grant administration and management expenses, with the exception of postage costs, in-state mileage costs and copy and printing costs associated with the administration of eligible planning grant activities;
- ☐ Financial expenses, including but not limited to interest expense, bond issuance costs, or any other debt-related costs or expenses; or
- ☐ Any otherwise eligible planning project costs incurred prior to the date of announcement of grant award by the Department of Commerce.

### **IV. AWARD AMOUNTS & REQUIRED MATCH**

CDBG Planning Grants are available in amounts **up to \$30,000**. Local governments must provide match on a 3:1 basis; in other words, an applicant must provide a minimum of \$1 in match for every \$3 of CDBG planning grant funds awarded. Matching funds must be firmly committed by the time CDBG grants funds are released.

The amount of CDBG funds requested, and matching funds to be committed, must be described in the proposed budget as part of the application materials (see *Exhibit 2* of the application for the required budget format and instructions). The budget for the proposed planning project must be accompanied by a detailed narrative that explains and justifies:

1. The need for CDBG funding and basis for the amount requested;
2. The amount of local matching funds available and readily committed; and,

3. Any other sources and amounts of local, state, federal, or private funds to be involved in financing the proposed project.

Firm loan commitments -- such as funds borrowed from the Montana Board of Investments Intercap Program -- or local cash reserves are acceptable forms of match. Grants or cash contributions from other local, state, or federal agencies or programs or private organizations are also acceptable forms of match for CDBG planning grant awards.

**Grant applicants cannot substitute “in-kind” services provided by local governments, such as regular salaried staff time, for cash match.** In-kind match is very difficult to document; therefore, CDBG will only accept local cash, other sources of cash, other grants or loans as a match.

In documenting a firm commitment of matching funds, the applicant must:

1. Specify the amount and use of the funds committed by the applicant as match; and
2. For funds to be provided by an entity other than the applicant, provide a letter of commitment from the agency or organization involved. The commitment of funds or resources may be made contingent on CDBG funds being awarded for the proposed planning project.

**The MDOC may reduce or entirely waive the match requirement, if specifically requested by the applicant, in extreme hardship cases only.** Local governments seeking to reduce or waive the match requirement must formally request a reduction of the match or a waiver at the time of application; reduction or waiver requests made after CDBG funds have been awarded will not be considered. The local government must also include documentation in the application materials which:

1. Clearly demonstrates that higher financial participation is not possible and
2. Provides written evidence that the need for the planning project relates to an immediate need to protect public health or safety, or would respond to a serious need principally impacting low or moderate income persons or households.

## **V. APPLICATION SUBMISSION**

**CDBG Planning Grant applications will be accepted on an on-going basis beginning July 1<sup>st</sup>, 2015.** Applications for the preparation of preliminary engineering reports (PERs) will be accepted beginning July 1<sup>st</sup>, 2015 but will not be processed until August 1<sup>st</sup>, 2015.

To apply for a CDBG Planning Grant, all eligible applicants must complete the application found on the Department of Commerce website at <http://www.comdev.mt.gov/CDBG/cdbgplanninggrants.mcp>. Hard copies of the application and guidelines may be obtained by contacting Planning Bureau staff at [DOCCDBG@mt.gov](mailto:DOCCDBG@mt.gov) or by telephone at (406) 841-2770. Completed applications and all supplemental materials are required to be submitted by first class mail, hand delivery, or email to:

Montana Department of Commerce  
Community Development Division  
Planning Bureau  
301 S. Park Avenue  
P.O. Box 200523  
Helena, MT 59620-0523  
[DOCCDBG@mt.gov](mailto:DOCCDBG@mt.gov)

Each application submitted must be complete and accompanied by all required supplemental materials. Commerce reserves the right to reject ineligible, incomplete, or otherwise improper applications. If the applicant submits an application electronically, the original signature page must be subsequently mailed to the Department.

Applicants are encouraged to contact Planning Bureau staff with any questions they have concerning application submittal and the requirements related thereto. Commerce is committed to assisting all local governments applying for CDBG grant funding.

## **VI. APPLICATION REVIEW PROCESS**

Planning Bureau staff will review all CDBG Planning Grant applications and evaluate the extent to which each proposed planning project relates to the criteria set forth below. Applications will be reviewed on an on-going basis, and awards will be based on overall merit of the application and its ability to meet established CDBG goals and objectives. Grant awards will be made on a non-competitive basis; however, MDOC reserves the right to reject ineligible, incomplete, or otherwise improper applications.

Planning Bureau staff will first review each application for completeness. During this review, staff may contact an applicant to review the application and to discuss any concerns or questions or to request additional information or documentation. Staff may require additional information from the applicant to clarify information presented in the application; however, the applicant may only submit additional information after the initial application if and when specifically requested by staff.

Applicants for CDBG planning grant funds will be required to address how the proposed planning project meets the following criteria, in order to be considered for planning grant funds:

1. **Promote long term, proactive planning measures**  
Support proactive, comprehensive planning at the community level, encourage public participation and buy-in and encourage thoughtful implementation through innovative measures.
2. **Promote equitable, affordable housing**  
Identify, encourage, and invest in quality, energy efficient, affordable housing near jobs, shopping, and public and recreation amenities.



3. **Support existing communities**

Encourage strategic infrastructure funding to maximize investment and to support the long term viability and revitalization of a community.

4. **Conserve, responsibly utilize, and protect valuable natural resources**

Focus investments which plan for and conserve natural resources such as clean water, riparian areas, wildlife habitat, and promote energy efficiency and renewable energy.

5. **Value healthy communities and neighborhoods**

Support unique and historic community characteristics by investing in prosperous and vibrant downtowns, and healthy, safe, walkable neighborhoods.

Staff will also consider the following attributes, without preference or priority, in reviewing the application and determining eligibility for planning grant funds:

- ☐ The applicant's need for financial assistance with the planning project;
- ☐ The fiscal capacity of the applicant to meet the grant conditions required by the Department, including but not limited to its ability to manage the planning project, demonstrate the use of generally accepted accounting principles;
- ☐ The applicant's past efforts to ensure sound, effective, long-term community wide planning;
- ☐ The applicant's ability to obtain and commit the required matching funds; and
- ☐ The importance of and the community's support for the planning project.

Staff will consider the overall quality of the application, including measurable project goals, tasks, and activities, a well-developed work plan and budget, and easily identifiable deliverables, in making award decisions. Grant awards will generally be made on a first-come, first-served basis until planning funds have been exhausted. Ties will be determined based on need and the applicant's response to each of the five attributes listed above.

Commerce will notify successful applicants of a CDBG Planning Grant award by sending a formal Award Letter. The completed application, including any written modifications resulting from the review of the application by Planning Bureau staff, will be incorporated into the grant contract between Commerce and the successful applicant(s). The grant contract must be executed by an authorized agent of the local government.

## **VII. ADMINISTRATIVE PROCEDURES & REQUIREMENTS**

The provisions below describe some of the more significant administrative procedures and requirements successful CDBG Planning Grant applicants must comply with. All procedures and requirements that the award recipient must comply with will be set forth in the grantee's contract with Commerce.

1. **Payment:** CDBG planning grant recipients must execute a contract with MDOC before any funds can be reimbursed. Payment for approved expenses under the grant contract will be on a reimbursement basis only. Commerce will typically disburse 50% of the planning grant award upon request for payment with proper documentation and submittal of 50% or more completed draft project deliverables, when applicable. To request payment from the Department, grantees must submit a Drawdown Request Form with supporting documentation, including a Signature Certification Form and all applicable invoices detailing the project expenditures by activity, employee and showing hourly rate breakdowns, along with a project progress report.

Documentation of the procurement process followed will be required submitted as part of the initial request for payment. To receive final payment, the grantee must show proof of expenditure of all matching funds and include one hard copy and one electronic copy of the planning deliverables (growth policy, CIP, PAR, etc.). Commerce will determine, in its sole discretion, whether supporting documents for a request for payment are sufficient and adequate to approve reimbursement. If the grantee fails to obligate expenses on or before the termination date of the grant contract, Commerce cannot reimburse the grantee planning grant award funds, unless the grantee can demonstrate, to the satisfaction of Commerce, a reasonable basis for the delay in requesting reimbursement. All documentation and requests for reimbursement must be received by the department within 90 days of termination of the grant contract.

2. **Reporting Requirements/Project Monitoring:** Grantees will be required to submit progress and expenditure reports in accordance with the requirements of the grant contract. Commerce reserves the right to perform site inspection(s) in order to monitor the Grantee's compliance with the terms of grant contract, including but not limited to verification of planning services performed and monitoring of CDBG grant funds.
3. **Public's Right to Know:** Applications that are funded are subject to disclosure, in response to requests received under provisions of the Montana Constitution (Art. II, §9). Information that could reasonably be considered to be proprietary, privileged, or confidential in nature should be identified as such in the application.
4. **Authority/Approvals:** The signature on the application is the Applicant's (or their authorized agent's) certification that the local government has approved submittal of the application and has firmly committed the matching funds required.
5. **Compliance with Laws:** The Applicant must certify on the application that the proposed planning project complies with all state, federal, and local laws, ordinances, and regulations, including any necessary environmental review and procurement requirements.
6. **Dissemination of Information/Technology Transfer:** Grantees will be contractually required to allow Commerce access to any facility or site associated with the planning project, and the ability to obtain, publish, disseminate, or distribute any and all information obtained from the planning project (except any data or information identified as confidential or proprietary), without restriction and without payment or compensation by Commerce.
7. **Grant Duration/Performance Period:** The grant term will begin upon execution of the grant contract and will end one (1) year after the date of the Award Letter, or upon final reimbursement for costs and close-out of the planning project by Commerce, whichever is sooner. No requests for payment may be submitted for any costs or expenses obligated by the district for reimbursement after termination of the grant contract. All planning projects for which a CDBG Planning Grant has been awarded must be completed within twelve (12) months of the date of Award Letter issued to the applicant from the Department of Commerce. The Department, in its sole discretion, may grant an extension to this deadline if the planning project is near completion but will not be fully completed by the deadline, and the grant recipient can demonstrate a good faith effort to complete the project on time and within the original budget. If no Project Completion Report form is submitted, the grant will be considered closed-out 90 days following expiration of the grant term.
8. **Return of Funds:** At Commerce's sole discretion, the grantee will be required to and agrees it shall return to Commerce any and all funds that are determined by Commerce to have been spent in violation of the terms and conditions of the grant contract.
9. **Cost Savings:** In the event that expenses for a CDBG Planning Grant projects are less than the projected costs and grant award, Commerce may, in its sole discretion, authorize additional related

planning efforts for the same facility to enhance the overall project or reduce the grant award accordingly.

## **VIII. PROCUREMENT OF PROFESSIONAL SERVICES**

All State of Montana and MDOC requirements concerning procurement of professional services will apply.

To be eligible for reimbursement, professional architectural or engineering services must be procured in compliance with Section 18-8-201, MCA. These procurement requirements also apply when the total cost of a planning project will exceed \$100,000. The local government will be required to submit evidence showing the procurement process was followed and provide documentation of the review and selection process, prior to requesting reimbursement. In order to ensure that expenditures will be eligible for reimbursement, please contact a Planning Bureau staff member directly for guidance BEFORE procuring professional services or incurring any costs for which the local government may later request reimbursement.

For procurement of planners, grant writers and consultants, CDBG recommends using the formal RFP process to increase the community's ability to hire the best qualified consultant. A planning RFP should be concise, contain all the important information needed for firms to respond in a factual manner, and indicate the services the consultant would be expected to provide. It also should include information regarding the time frame, factors that will be used to evaluate the responses, and a contact person. **At minimum, local governments are required to conduct limited solicitation in the procurement of planning services**, and will be asked to provide documentation that a minimum of three (3) qualified firms were contacted in writing or via phone and provided formal quotes for consideration. The local government will be required to submit evidence that the limited solicitation process was followed and documentation of the review and selection process.

Additionally, documentation that the following CDBG requirements have been met will apply to all CDBG planning grant recipients when procuring for professional services:

### **Disadvantaged Business Enterprise Requirements**

Outreach to qualified Disadvantaged Business Enterprise and Women-owned Business Enterprise and Minority-owned Business Enterprise (all referred to as DBE) firms should be completed each time a procurement action is undertaken. For most projects this would mean copying DBE firms at the time of issuing a Request for Proposals (RFP) or Request for Qualifications (RFQ) to hire an engineer, architect or planner.

A list of Montana Disadvantaged Business Enterprises created by the Montana Department of Transportation (MDT) Disadvantaged Business Enterprise Program may be found by calling MDT at (406) 444-6337 or downloaded from their web site: <http://www.mdt.mt.gov/business/contracting/civil/dbe.shtml>.

The primary objective of this requirement is that grantees and any sub-grantees take all necessary affirmative steps to ensure that DBEs in labor surplus areas are used when possible in the procurement of goods and services for CDBG funded activities. In order to accomplish this DBE-related objective, CDBG planning grantees must take the following affirmative steps:

- ☐ Ensure that small and minority businesses and women's business enterprises are solicited whenever they are potential sources of goods or services;
- ☐ Divide total requirements -- when economically feasible and consistent with state law -- into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;

### Section 3 Requirements

The Section 3 notice should be published each time a major procurement action is undertaken on a planning project. For most projects this would mean publishing the first Section 3 notice at the time of issuing a Request for Proposals (RFP) or Request for Qualifications (RFQ) to hire an engineer or architect.

A sample Section 3 Public Notice: Economic Opportunities for Low-Income and Moderate Persons is provided below and can also be found in Chapter 5, Exhibit 5-B of the *CDBG Grant Administration Manual*. This notice or its equivalent must be published in order to inform the community of employment and business opportunities and to demonstrate compliance with Section 3 requirements. Section 3 activities must be reported to Planning Bureau staff prior to CDBG planning grants funds being disbursed.

### **SAMPLE SECTION 3 PUBLIC NOTICE**

“SECTION 3”: Economic Opportunities for Low and Moderate Income Persons. See Chapter 5, pages 5-10 and 5-14.

Section 3 requires that to the greatest extent feasible:

- Opportunities for training and employment must be given to lower-income residents of CDBG-assisted projects; and
- That contracts for work in connection with such projects should be awarded to business concerns located in, or owned in substantial part by "project area" residents. (See Chapters 13, Exhibit 13-H, for additional information about required Section 3 reporting by CDBG grantees at the time of project closeout.)

Below is a sample notice form that CDBG grant recipients can use to inform the community of prospective employment and business opportunities.

This notice should be published when the project is being advertised for bid to ensure that the community has a reasonable opportunity to hear about the potential benefits of the CDBG project.

### **SAMPLE NOTICE**

The (Name of CDBG Grantee: City, Town or County of ...) has received notice of the award of Community Development Block Grant funds from the Montana Department of Commerce. (Name of Grantee) will soon commence implementation of a (include brief description) project.

CDBG regulations governing the grant require that to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG- assisted project will be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located in or substantially owned by residents of the project area will be utilized.

For more information, please contact (name) at (address) or call (phone number).

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## **CDBG PLANNING GRANT APPLICATION FORM**

### **MONTANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM MONTANA DEPARTMENT OF COMMERCE – COMMUNITY DEVELOPMENT DIVISION**

#### **ACCEPTANCE OF CDBG PROGRAM REQUIREMENTS**

The Applicant hereby certifies that:

It will comply with all applicable parts of Title I of the Federal Housing and Community Development Act of 1974, as amended, which have not been cited herein, as well as with other applicable federal laws and regulations.

It will comply with all requirements established by the Montana Department of Commerce and applicable State laws, regulations, and administrative procedures.

It accepts the terms, conditions, selection criteria, and procedures established by the Montana Community Development Block Grant (CDBG) Program and expressly waives any statutory or common law right it may have to challenge the legitimacy and propriety of these terms, conditions, criteria, and procedures in the event that it is not selected for an award of CDBG funds.

#### **APPLICANT- CERTIFICATION**

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct.

**Signature:** \_\_\_\_\_  
**Chief Elected Official or Authorized Representative**

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Date** \_\_\_\_\_

<b>Applicant's Information</b>	
Name of Local Government:	
Phone #:	
Fax #:	
Mailing Address of Applicant:	
Federal Tax ID #:	
DUNS Number:	
Montana Senate District :	
Montana House District(s):	
<b>Primary Contact Person</b>	

Name:	
Affiliation:	
Job Title	
Phone #:	
Fax #:	
E-mail Address:	
Mailing Address of Applicant:	

CDBG Planning Grant Funds Requested: \$ _____		
OTHER FUNDING SOURCES:	AMOUNT	STATUS OF COMMITMENT (Pending or Firm)
Local match (required)	\$	
	\$	
	\$	
	\$	
TOTAL ESTIMATED PROJECT COST	\$	

PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED PLANNING ACTIVITY:

I. ELIGIBLE APPLICANT? *[See Application Guidelines, page 4.]*

- ☐ Yes
- ☐ No

II. APPLICATION SUBMITTED ON BEHALF OF A NON-PROFIT AGENCY, WATER AND SEWER DISTRICT OR SIMILAR ORGANIZATION? *[If 'Yes', describe the agency/organization.]*

- ☐ Yes
- ☐ No

Please describe the agency on behalf of which the local government is applying:

III. ELIGIBLE PLANNING ACTIVITY? *[See Application Guidelines, pages 4-5.]*

- ☐ Yes
- ☐ No

IV. ARE REQUIRED MATCHING FUNDS PROVIDED? *[See Guidelines, pages 6-7.]*

- ☐ Yes
- ☐ No
- ☐ Waiver of match requested with supporting documentation

V. REQUIRED LETTER(S) OF COMMITMENT INCLUDED? *[For funds or resources to be provided by a non-profit agency, water and sewer district, or similar organization; see Application Guidelines, pages 6-7.]*

- ☐ Yes
- ☐ No
- ☐ NA

VI. IS A PROJECT IMPLEMENTATION SCHEDULE PROVIDED? *[Provide a project implementation schedule using Exhibit I attached. Include a brief narrative to explain your proposed project schedule.]*

- ☐ Yes
- ☐ No



VII. IS THE PROPOSED PROJECT BUDGET AND BUDGET JUSTIFICATION NARRATIVE PROVIDED?  
*[Use Exhibit 2 attached to list your project budget and to provide a detailed narrative that explains and justifies each line item of your proposed budget.]*

- ☐ Yes
- ☐ No

VIII. DETAILED PROJECT PROPOSAL

**Using separate sheets, applicants must thoroughly address each of the questions below, providing detailed responses (500 words or less).** If a particular question is not applicable to the proposed planning project, the applicant must address why it is not applicable; simply answer 'n/a' will result in the application being considered incomplete. Visual aids and supplemental documents are encouraged to help illustrate the planning activity funding is being requested for.

A. Describe how the proposed planning project will:

- 1) Promote long term, proactive planning measures;
- 2) Promote equitable, affordable housing;
- 3) Support existing communities;
- 4) Conserve, responsibly utilize, and protect valuable natural resources;
- 5) Value healthy communities and neighborhoods

B. Address the following elements as they relate to the proposed planning project, providing references and supplemental documentation as necessary to adequately illustrate a response:

- 1) The need for financial assistance to complete the planning project;
- 2) The fiscal capacity of the applicant to meet the grant conditions required by the Department, including but not limited to its ability to manage the planning project, demonstrate the use of generally accepted accounting principles;
- 3) Past efforts to ensure sound, effective, long-term community wide planning;
- 4) The ability to obtain and commit the required matching funds;
- 5) The importance of, and the community's current support for, the planning project.

- C. Describe the intended outcome of the proposed planning project; how will the receipt of planning grant funds have a positive impact on the applicant community, and what steps will be taken following the conclusion of the planning activity (additional grant funds sought, implementation, construction, etc.)?

**Alternative accessible formats of this document will be provided upon request.**

If you need this document in an alternative format, such as large print, Braille, audio tape, or computer diskette, please contact the Montana Department of Commerce Community Development Division at (406) 841-2770, or the Relay Services number, 711.

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## EXHIBIT I

### MONTANA DEPARTMENT OF COMMERCE CDBG PLANNING GRANT CDBG HOUSING, PUBLIC FACILITIES & COMMUNITY PLANNING PROGRAM

#### PROJECT IMPLEMENTATION SCHEDULE

<u>TASK</u>	<u>MONTH</u>
<b><u>PROJECT START UP</u></b>	
Preparation of MDOC Contract	
<b><u>PROCUREMENT OF PROFESSIONAL ASSISTANCE</u></b>	
<i>Including professional engineers, architects, and planning consultants, etc.</i>	
Submit Request for Proposals (RFP) to DOC for review  <i>(Architectural and engineering services must be procured in compliance with Section 18-8-201, MCA)</i>	
Publish RFP or RFQ/Conduct limited solicitation	
Select professional	
Execute agreement with professional	
<b><u>PROJECT IMPLEMENTATION</u></b>	
Prepare draft plan/report	
Submit interim drawdown of funds, and 50% draft of final product	
Public review and comment	
Finalize plan/report	
<b><u>PROJECT CLOSEOUT</u></b>	
Submit final product, both in hard copy and on computer disk	
Submit final drawdown	

## EXHIBIT 2

**MONTANA DEPARTMENT OF COMMERCE  
CDBG PLANNING GRANT  
CDBG HOUSING, PUBLIC FACILITIES & COMMUNITY PLANNING PROGRAM**

**PROPOSED PROJECT BUDGET AND  
BUDGET JUSTIFICATION NARRATIVE**

<b>BUDGET for CDBG Housing and Public Facilities Planning Grant</b>				<b>Date:</b>
	<b>SOURCE: CDBG</b>	<b>SOURCE: Match (Identify)</b>	<b>SOURCE:</b>	<b>TOTAL</b>
<b>Planning Activities</b>				
<b>Professional Services</b>				
<b>Other (Describe)</b>				
<b>TOTAL PLANNING PROJECT</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Note –** Because the amount of funding is limited, applicants will be expected to absorb most costs associated with the administration of the CDBG Planning Grant.

The budget justification narrative must thoroughly explain the rationale or basis for all proposed budget costs for each line item. The thoroughness of the budget justification will be a consideration in the review of the application. **The budget for the planning project must be accompanied by a detailed narrative that explains:**

- 1) The justification for each budget line item for the CDBG funds requested;
- 2) Local matching funds; and
- 3) Other sources and amounts of local, state, federal, or private funds to be involved.

**Reminder:** Planning grants cannot be used for reimbursement of activities undertaken or completed prior to the date of announcement of grant award by the Department of Commerce.

**APPLICANT'S RESPONSE - Budget Justification Narrative:**

*(Use as much space as needed; attach additional sheets to provide the required information.)*